

## SUBJECT AND PROJECT FILE REQUEST

TO: RHM/Analysis Section  
2000 L Building  
Extension 2395

FROM: (Name, Branch, Zone and Building and Box)

Joseph S. Piccolo  
WH/4 2011 Barton Hall  
Ext: 2971

## INSTRUCTIONS FOR REQUESTERS

- A. COMPLETE ITEMS 1 THROUGH 6.  
B. IF YOU ARE AMENDING A FILE TITLE, PLEASE INCLUDE BOTH THE OLD AND NEW TITLES IN BOX 3 AND IDENTIFY EACH.  
C. IN COMPLETING ITEMS 4 AND 5, PLEASE USE CABLE SYMBOLS FOR FIELD STATIONS AND LIST HEADQUARTERS COMPONENTS ACCORDING TO THE STANDARD ABBREVIATIONS GIVEN IN CSN 9-50.  
D. UNDER "COMMENTS," ITEM 8, CITE ANY FILLS, SUCH AS 201.

FILLS OR ROOF PROJECT FILLS THAT ARE RELATED TO THE FILE COVERED BY THIS REQUEST. THE SPACE IN BOX 6 MAY ALSO BE USED TO GIVE THE REASONS FOR THE ACTION BEING REQUESTED, TO IDENTIFY THE TYPE OF MATERIAL TO BE PLACED IN A FILE, OR TO MAKE OTHER EXPLANATORY REMARKS. A RECORDS OFFICER MUST ENDORSE ALL FILE ACTION REQUESTS. THIS ENDORSEMENT MAY BE GIVEN BY TELEPHONE. RID WILL HANDLE ANY COORDINATION THAT MAY BE NECESSARY.

## INFORMATION CONCERNING FILE

1. TYPE OF FILE		2. CS FILE NUMBER	
<input checked="" type="checkbox"/> SUBJECT	PROJECT (Indicate status)	COUNTRY NUMBER	CATEGORY NUMBER
STATUS		19	120
ACTIVE	INACTIVE		13
3. FILE TITLE			

AMPALM GROUP OPERATIONS-GENERAL

## 4. INTERESTED STATIONS

HAVA MIAM  
SACU

## 5. INTERESTED HEADQUARTERS DESKS

WH/4/Ca

## RID ACTION REQUIRED

6. ANALYSIS ACTION		7. FILES ACTION	
<input checked="" type="checkbox"/> OPEN FILE	CLOSE FILE (Indicate disposition)	HOLD IN RID/FILES AS UNRESTRICTED FILE	HOLD IN RID/FILES RESTRICTED TO (Desk)
DISPOSITION		<input checked="" type="checkbox"/> PREPARE FOLDER AND SEND TO REQUESTOR	<input checked="" type="checkbox"/> CHARGE PERMANENTLY TO (Officer & desk)
ATTACH	DESTROY		Joseph S. Piccolo WH/4/Ca
DESTROY AFTER YEARS			

## 8. COMMENTS

File is to be used for all information pertaining to group activities that are not considered 201 material.

## ENDORSEMENTS

SIGNATURE OF UNIT RECORDS OFFICER

Joseph S. Piccolo

SIGNATURE OF COORDINATOR

03

SIGNATURE OF CHIEF, RID/ANALYSIS

[Signature]

EFFECTIVE DATE

FILE NUMBER

19

120

13